



Fire Department ■ Fire and Environmental Protection Division ■ 500 Castro Street ■ City Hall - 4th Floor
Mountain View, California 94041-2010 ■ 650-903-6378 ■ FAX 650-903-6101

ANNUAL FIRE ALARM SERVICE/TEST REPORT (Updated 8/1/07)

The California Fire Code allows the chief to require periodic inspection, testing and maintenance of fire alarm systems. In Mountain View, fire alarm systems are required to be inspected, tested and maintained annually, with a record of the report maintained on the premises. The following test report can be used to fulfill this annual test requirement. The inspection, testing and maintenance shall be conducted by a qualified California State Licensing Board Licensed Contractor (C-7/C-10).

If deficiencies in any portion of the fire alarm system are found, they should be so noted in the appropriate "Deficiencies Noted" section. In the "Additional Remarks" section, indicate *how the deficiency was corrected*. Also note any other modifications made to the fire alarm system or other problems encountered that were repaired.

BUILDING INFORMATION

ADDRESS OF BUILDING: _____

BUILDING OR COMPLEX NAME: _____

BUILDING OWNER/MANAGER: _____

MAILING ADDRESS: _____

PHONE: _____

SYSTEM INFORMATION

LOCATION OF MAIN FIRE ALARM PANEL: _____

MANUFACTURER: _____ MODEL#: _____

OF ZONES OR ADDRESSABLE POINTS: _____ 110 VAC VOLT ONLY: _____
12/24 VDC: _____

LOCATION OF FIRE ALARM AS-BUILT DRAWINGS: _____

LOCATION OF OWNERS MANUAL: _____

TYPE OF NFPA MONITORING (be specific): _____

OTHER SYSTEMS INTERCONNECTED TO ALARM SYSTEM (tamper, flow, Halon, egress control devices, lock box, etc.): _____

NAME OF MONITORING COMPANY: _____ PHONE # : _____

UL CENTRAL STATION CERTIFICATION (if Central Station Monitored)#: _____

ALARM TEST INFORMATION

NAME OF COMPANY CONDUCTING ANNUAL TEST: _____

PHONE #: _____ ADDRESS: _____ CITY: _____ STATE: _____
ZIP: _____

STATE CONTRACTOR'S LICENSE #: _____

PERSON CONDUCTING TEST: _____ DATE OF TEST: _____

MANUAL PULL STATIONS			
NUMBER OF MANUAL PULL STATIONS IN ENTIRE FACILITY: _____			
√	#	CHECK POINTS	DEFICIENCIES NOTED
		PROPER ANNUNCIATION AT FIRE ALARM PANEL & REMOTE ANNUNCIATOR	
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)	
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE	
		GENERAL CONDITION (accessible, no damage, UL listed, etc.)	
		"LOCAL ALARM ONLY" SIGNS POSTED. <i>*NOTE-LOCAL ALARMS MUST HAVE SIGNS POSTED TO READ THE FOLLOWING: LOCAL ALARM ONLY - CALL 9-1-1</i>	

√ = IN COMPLIANCE WITH STATED CRITERIA

= TOTAL NUMBER OF DEVICES TESTED FOR THE SPECIFIC CRITERIA

ADDITIONAL REMARKS

SMOKE DETECTORS			
NUMBER OF SMOKE DETECTORS IN ENTIRE FACILITY: _____			
√	#	CHECK POINTS – Note if activated by smoke or test	DEFICIENCIES NOTED
		PROPER ANNUNCIATION AT FIRE ALARM	
		PROPER ANNUNCIATION AT REMOTE LOCATION	
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)	
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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ADDITIONAL REMARKS

HEAT DETECTORS and/or DUCT DETECTORS (indicate)				
NUMBER OF HEAT DETECTORS IN ENTIRE FACILITY: _____				
NUMBER OF DUCT DETECTORS IN ENTIRE FACILITY: _____				
√	#	CHECK POINTS	H/D	DEFICIENCIES NOTED

		PROPER ANNUNCIATION AT FIRE ALARM PANEL & REMOTE ANNUNCIATOR		
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)		
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE		
		GENERAL DEVICE CONDITION (damaged, dirty, painted)		
		"LOCAL ALARM ONLY" SIGNS POSTED. <i>*NOTE-LOCAL ALARMS MUST HAVE SIGNS POSTED TO READ THE FOLLOWING: LOCAL ALARM ONLY – CALL 9-1-1</i>		

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ADDITIONAL REMARKS:

SPRINKLER WATER FLOW DEVICES			
NUMBER OF SPRINKLER WATER FLOW DEVICES IN ENTIRE FACILITY:			
√	#	CHECK POINTS	DEFICIENCIES NOTED
		PROPER ANNUNCIATION AT FIRE ALARM PANEL	
		PROPER ANNUNCIATION AT THE REMOTE ANNUNCIATOR PANEL	
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)	
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE	
		FLOW SWITCH ACTIVATES WITHIN 90 SECONDS AFTER WATER FLOW	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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ADDITIONAL REMARKS:

TAMPER (SUPERVISORY ALARMS)			
NUMBER OF TAMPER (SUPERVISORY ALARMS) IN ENTIRE FACILITY:			
√	#	CHECK POINTS – Note if activated by smoke or test	DEFICIENCIES NOTED
		PROPER TROUBLE ALARM TO ALL ASSIGNED PANELS AND DEVICES	
		PROPER ANNUNCIATION AT THE REMOTE LOCATION	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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ADDITIONAL REMARKS:

VISUAL/AUDIBLE DEVICES- FIRE ALARM			
NUMBER OF VISUAL/AUDIBLE ALARM DEVICES IN ENTIRE FACILITY:			
√	#	CHECK POINTS	DEFICIENCIES NOTED
		DEVICES ACTIVATED ONLY ON FIRE ALARM CONDITION	
		ALL VISUAL ALARMS OPERATING	
		ALARM-SIGNAL DEVICES SHALL PRODUCE A SOUND THAT EXCEEDS THE PREVAILING EQUIVALENT SOUND LEVEL IN THE ROOM OR SPACE BY 15 DECIBELS, OR EXCEEDS ANY MAXIMUM SOUND LEVEL WITH A DURATION OF 30 SECONDS BY 5 DECIBELS MINIMUM, WHICHEVER IS LOUDER. SOUND LEVELS FOR ALARM SIGNALS SHALL BE 120-DECIBEL MAXIMUM	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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ADDITIONAL REMARKS:

MAIN FIRE ALARM PANEL			
√	#	CHECK POINTS	DEFICIENCIES NOTED
		LED'S TEST LAMPS	
		PROPER ZONE IDENTIFICATION – ACCURATE, LEGIBLE	
		PROPER CORRELATION BETWEEN ALARM & REMOTE ANNUNCIATION PANEL	
		POWER TEST – 110v, BACK-UP BATTERY TEST: A/C VOLTAGE: _____ BATTERY VOLTAGE: _____ BATTERY LOAD TEST: _____ BATTERY EXPIRES: _____	
		TROUBLE FUNCTION TEST – ALL SYSTEMS	
		FIRE ALARM PANEL CONTROL SWITCHES – ALL TESTED	
		SPARE KEYS TO ALL PANELS AND PULL STATIONS	
		PROPER OPERATING INSTRUCTIONS (complex diagrams)	
		SPARE GLASS PULL STATION RODS	
		GENERAL CONDITION (damaged, clean, dirty, painted, UL listed, etc.)	
		SUPERVISORY ALARM TEST	
		PROPER RESET INSTRUCTIONS POSTED AT PANEL	
		APPROVED CENTRAL STATION PLACARD POSTED AT THE PANEL AND UP-TO-DATE	
		SOURCE OF DEDICATED POWER LABELED AT CONTROL PANEL (electrical panel and circuit number)	
		DEDICATED CIRCUIT PROVIDED WITH CIRCUIT BREAKER LOCK AT ELECTRICAL PANEL	
		DOOR TO ROOM PROVIDED WITH SIGN INDICATING "FIRE ALARM CONTROL PANEL INSIDE"	

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ADDITIONAL REMARKS:

ANNUNCIATOR/REMOTE PANEL			
√	#	CHECK POINTS – Note if activated by smoke or test	DEFICIENCIES NOTED
		ALL LAMP TEST	
		PROPER ZONE IDENTIFICATION – ACCURATE, LEGIBLE	
		PROPER CORRELATION BETWEEN REMOTE AND FIRE ALARM PANEL	
		ALL TROUBLE FUNCTION TEST	
		GENERAL CONDITION (damaged, clean, dirty, painted, UL listed, etc.)	

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ADDITIONAL REMARKS

FIRE ALARM SYSTEM-WIRING			
√	#	CHECK POINTS	DEFICIENCIES NOTED
		PROPER RATED WIRING INSTALLED	
		CONSISTENT METHOD OF WIRING, ALL J-BOXES, NO PIGTAILS	
		LABEL ALL CONDUIT, J-BOXES PROPERLY MARKED FIRE ALARM SYSTEM, ETC.	
		IDENTIFY THE PROPER END OF LINE VALUES	
		GENERAL CONDITION (damaged, clean, dirty, painted, UL listed, etc.)	
		A VOLTAGE DROP OF ONLY 10% FOR ALL CIRCUITS IN FIRE ALARM CONDITION	

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ADDITIONAL REMARKS

OTHER			
(FM-200 monitoring system, Halon system, Preaction system, Dry chem. system, Wet chemical system, etc.)			
		TYPE OF SYSTEM	
√	#	CHECK POINTS	DEFICIENCIES NOTED
		ALL COMPONENTS RATED FOR USE AND INSTALLATION PER NEC 760, PER NFPA, STATE, LOCAL AND MANUFACTURER SPECIFICATIONS	
		SYSTEM IS PROPERLY MONITORED FOR ALARM, SUPERVISORY AND TROUBLE CONDITIONS	

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ADDITIONAL REMARKS:

Please indicate ONLY ONE CHOICE below:

☐ I CERTIFY UNDER PENALTY OF PERJURY THAT THE COMPANY I REPRESENT HAS TESTED THE FIRE ALARM SYSTEM AT THE ABOVE LISTED ADDRESS AND IT MEETS ALL APPLICABLE CODES AND STANDARDS.

SIGNED: _____ DATE: _____

TITLE: _____

☐ I CERTIFY UNDER PENALTY OF PERJURY THAT THE COMPANY I REPRESENT HAS TESTED THE FIRE ALARM SYSTEM AT THE ABOVE LISTED ADDRESS AND IT DOES NOT MEET ALL APPLICABLE CODES AND STANDARDS.

SIGNED: _____ DATE: _____

TITLE: _____

DEFICIENCIES REMAINING:

Return completed form to:
City of Mountain View
Fire and Environmental Protection Division
500 Castro Street, City Hall – 4th Floor
Mountain View, CA 94041-2010
Attn: Fire Marshal